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The following policy is adopted effective June 1, 1963 to cover the usual and regular temporary duty assignment of corporate employees to short-term field service work required by the corporation's various business activities. Authority exists in this policy to increase or decrease per diem expense rates based on the facts involved in each temporary duty assignment. Effective June 1, 1963, policy 805-8 (Extended Travel Compensation) will be superseded by this new policy, except that it may continue to be used as a guide for payments to employees who are assigned to "Extended change of station." Extended change of station is defined as "any assignment of six months or longer."

#### GENERAL

Frequently, various projects of the corporation require temporary assignment of employees away from their normal geographical home base. When this occurs, the corporation intends to compensate such employees for all reasonable travel and subsistence expenses related to their assignment. The basis for this policy is that the corporation endorses the principle that an employee shall neither gain nor lose as the result of off-site assignments which are fundamental to the business in which the company is engaged.

Within this general framework, the following policy is adopted for the payment of expenses incurred by any employee on temporary duty status as so defined.

#### DEFINITION: Temporary Duty Status

A period of time, commencing with the sixteenth (16th) calendar day of an employee's assignment on corporate business to a single location which is at least 75 miles away from his normal site of employment. Also covered in this definition will be the type of temporary duty resulting from the assignment of sales and/or service employees for schooling, orientation or training at central points prior to assuming duties at a permanent base location.

#### POLICY

In general, this policy is applicable to domestic employees assigned to the Continental United States. Approval to deviate from these expense limits, where such deviation is required because of currency or cost of living factors abroad, should be obtained from the Division Manager at interest prior to overseas assignment.

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- A. The corporation will reimburse an employee on temporary duty status, as defined above, at his established, regular rate of pay plus a per diem subsistence allowance at the rate of sixteen (\$16.00) dollars per calendar day. Per diem allowances will be paid weekly on an after-the-fact basis upon submission by an employee of an approved travel expense report indicating "per diem" at \$16.00 for each calendar day in lieu of itemized actual expenditures for meals, lodging, laundry, etc. (See "H" below relative to the procedure to be followed in establishing lower per diem rates where circumstances warrant.)
- B. In order that the employee may become familiar with the housing and other facilities at the temporary duty site, he will be reimbursed, in addition to actual transportation costs to reach the field site, for actual and reasonable travel expenses incurred during the first fifteen (15) days of his new assignment in accordance with established Travel Policy II 0301 (60).
- C. While on temporary duty status, an employee will be reimbursed for actual costs of approved business expenses such as long distance telephone, telegraph, operating supplies, etc., in accordance with existing Travel Policy II 0301 (60). Under extenuating circumstances, and if approved in advance by the Department Manager at interest, the cost of rental autos will also be reimbursed.
- D. Actual travel and transportation costs incurred for authorized trips away from the temporary duty site will be paid in accordance with II 0301 (60) for trips exceeding one day's duration, and no per diem allowance will be paid for that period. When round trips away from the temporary duty assignment are completed within one (1) day, actual transportation costs will be paid and per diem subsistence allowances will be continued.
- E. 1. An employee on temporary duty status who is separated from his family will be given the opportunity to return home once every three (3) weeks if the job permits. Reimbursement under such circumstances will be made in accordance with D above.

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E. 2. When temporary duty assignments are expected to be of relatively long duration, it may be practicable for an employee to have his wife or family with him while on such temporary assignment. In substitution for E. 1. above, the company will reimburse an employee whose wife accompanies him to the site for the equivalent cost of one (1) adult round-trip air fare, so long as approval for this action is obtained from the Department Manager in advance.

3. E. 1. and E. 2. above are intended solely for the purpose of minimizing family dislocation during a temporary duty assignment by assisting an employee in being with his family to the extent the job permits. E. 1. and E. 2. are not to be considered fringe benefits applicable to an employee for any other purpose.

F. Authorized trips away from the temporary duty assignment, including trips home, will not alter the temporary duty status of an employee unless definite change of status action is taken by the employee's supervisor.

G. Per diem rates and provision for reimbursement of actual transportation costs established in the above policy may be exceeded only under one of the following conditions:

1. When an employee is assigned to a temporary duty site where living costs are so high or living conditions so unusual as to constitute an extreme hardship, the Division General Manager and the Director of Industrial Relations may, upon proper evidence, increase the per diem rate to alleviate the financial hardship.
2. When a customer and the corporation enter into an approved, written agreement wherein the customer agrees to pay the total additional costs.

H. Should an employee be assigned to a location where housing or special allowances are furnished, the corporation reserves the right to reduce per diem subsistence allowances on the initiative of the Division Manager and/or the Director of Industrial Relations.